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4 DEC 1968

MEMORANDUM FOR: Director of Central Intelligence

**SUBJECT : Security Clearance Procedures for
Congressional Staff Members**

1. This memorandum is for information only, and is in response to your request for information concerning security procedures of CIA and certain other U. S. Government agencies in "clearing" Congressional staff members.

2. With regard to CIA, the initial determination of "need-to-know" is made by the Office of Legislative Counsel, which processes a Request for Approval to Liaison (Form 123) to the Office of Security. This is normally a TOP SECRET Liaison request, but there are a few occasions when this is at the SECRET level. If Office of Security records reflect that favorable investigative material is on file, the TOP SECRET Liaison Clearance is immediately granted, and a formal written reply is furnished the Office of Legislative Counsel. In those instances where we have no record of a recent investigation, arrangements are made through the Department of Defense for the issuance of a DOD clearance, which we honor. (As you are aware, the investigation is actually conducted by this Office, but the evaluation process is handled by the Security Division, Department of Defense.)


3. If the Office of Legislative Counsel further determines that there is a requirement for SI or codeword material, the clearance request is processed on Form 2018a (Special Clearance and/or Billet Approval), and forwarded through the Special Security Center, Office of Security. The background investigation is evaluated by the Office of Security under the guidelines of DCID 1/14, and the Office of Legislative Counsel is informed of the security determination that has been made. Once the staff member has been appropriately briefed, the signed briefing statement is returned through channels to the Office of Security for storage and proper computer recording.

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4. Arrangements presently exist with the Defense Intelligence Agency so that CIA acts as an office of common service for all special clearances held by Congressional staff members. We also maintain a record of "Q" clearances which are issued on Congressional staff members by the Atomic Energy Commission.

5. Office of Security records reflect that there are currently one-hundred twenty-five (125) Congressional staff members or administrative assistants who have been issued CIA clearances ranging from SECRET to TOP SECRET and Codeword. The Office of Legislative Counsel reviewed the list in coordination with the recorded clearances. Attached is a memorandum of 28 November 1969, which specifically certifies those Congressional staff members who have been granted CIA clearances (Tab A).

6. It should be noted that there is no central repository for the recording of clearances which have been granted to Congressional staff members. Forwarded as attachments are brief summaries on the security procedures followed by the Department of Defense (Tab B); Department of State (Tab C); Atomic Energy Commission (Tab D); and the Federal Bureau of Investigation (Tab E). This information was gathered directly from discussions with personnel from the listed agencies during the period 1 to 3 December 1969.


Howard J. Osborn
Director of Security

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5 Atts

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Security Clearance Procedures for Congressional Staff Members

FROM:

EXTENSION

NO.

Director of Security
Room 4-E-60

DATE 4 December 1969

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Legislative Counsel
Room 7 - D-43

2. GLC

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